MINUTES
COMMISSION ON CLASSIFIED STAFF AFFAIRS
July 9, 1985

Present: Tom Kasperek, Diane Haselton, Gary McCombs, Martin Fowler, Gary Pringle, Marty Koldyke, Joyce McCormick, Pat Padgett, Ron Herrin, Paul Gable, Mary Ann Eddy, Alice Allen, and Janet Olbon

Absent: Ray Thompson

Gary Pringle asked for corrections or additions to the minutes. There were none.

There were four new Commission members present and everyone introduced themselves.

Gary Pringle asked the members to let him know their new telephone numbers so he could update the Commission's directory.

COMMITTEE REPORTS:

As a result of discussion on how to designate new committee members, Paul Gable entertained a motion that the new Executive Committee appoint committee members and chairpersons, using the members' preferences. Diane Haselton seconded the motion. After further discussion, the motion passed unanimously.

Marty Koldyke, Welfare, had no report, but did mention that he needed new committee members to replace Pat Durham and Flora Walker.

Paul Gable, Policy, and Alice Allen, Communications, had no reports.

OLD BUSINESS:

Gary Pringle shared a letter he had received from Larry Bauer concerning the Faculty Senate's resolution to change the Faculty/Staff meetings. Suggestions were made as to alternatives to this resolution and a lengthy discussion ensued. As a result of this discussion, Ron Herrin entertained a motion that the Executive Committee meet next week with Larry Bauer to discuss the concerns of the Commission. Diane Haselton seconded. After the meeting with Larry Bauer, the Executive Committee will draft an alternate recommendation to the President. Gary McCombs called for a question, and the motion carried unanimously.

The recommendation made to the President's Council on University child care was discussed. Marty Koldyke will check on this and report at the next meeting.

Ron Herrin reported on the progress of the Wellness Program and coordinator position being established. The money has been committed in the budgets of Payroll and Insurance and Nursing. The Wellness Coordinator position has been approved and advertised, and a decision will be made by September.
The type of classes (aerobic, nutrition, and stress management) must be determined. The fee for these classes will be minimal, if any. There was an approximate 30% response to the Wellness questionnaire.

NEW BUSINESS:

Joyce McCormick asked the group to consider changing the meeting time since it takes her three and a half hours to get here. After brief discussion, she entertained a motion that the meeting time be changed to the second Tuesday of each month at 1:15 p.m. beginning in August, 1985. After a second by Alice Allen, a vote was taken, and the motion passed unanimously. Since there will be more room, the August meeting will be in Room 407, College of Nursing Building.

Gary McCombs raised the question of why faculty do not pay library fines, but staff do. Marty Koldyke, Welfare, will write a letter to Mr. Joseph Boykin, Director of the Library, about this.

Ron Herrin encouraged members to consider the time required and clerical support needed if elected Chairperson or Vice Chairperson.

The floor was opened for nominations for chairperson: Marty Koldyke, by Alice Allen--Marty declined due to lack of clerical support; Gary Pringle, by Paul Gable--second by Martin Fowler; Paul Gable, by Mary Ann Eddy--he declined due to the amount of time required. Tom Kasperek moved that the nominations be closed. Diane Haselton seconded this motion, and it carried. A vote was taken on Gary Pringle as Chairperson. This vote was unanimously in favor.

The floor was opened for nominations for Vice Chairperson: Alice Allen, by Martin Fowler--second by Marty Koldyke. Diane Haselton moved that the nominations be closed and Alice Allen be elected as Vice Chairperson. After a second by Gary McCombs, a unanimous vote was taken.

The floor was opened for nominations for Parliamentarian: Diane Haselton, by Gary McCombs--Paul Gable seconded and moved that the nominations be closed and Diane Haselton be elected Parliamentarian. The motion carried.

It was suggested that, in the future, members should get prior approval from the person they wish to nominate. Everyone agreed to this.

Members gave Gary Pringle their committee preferences.

Upon a motion by Martin Fowler, the meeting was adjourned.
COMMISSION ON CLASSIFIED STAFF AFFAIRS

(Membership as of July 1, 1985)

Gary Pringle
Physical Plant 4939

Paul Gable
Extension Administration
107 Barre Hall 3385

Diane Haselton
Ag. Econ. & Rural Soc.
263 Barre Hall 2396

Martin Koldyke, Jr.
College of Educ.
102 Tillman Hall 3487

Pat Padgett
College of Nursing 3073

Donald M. Fowler
Biological Sciences
338 Long Hall 3059

Alice Allen
Admissions & Regis.
102 Sikes Hall 5281

Mary Ann Eddy
Energy Research & Devel.
University Square Mall 2268

Joyce McCormick
Extension Service
P. O. Drawer 1206
Orangeburg, SC 29116
534-6280

Ray Thompson (Ex-Officio)
Personnel Div.
Gentry Hall 3357

Ronald T. Herrin (Ex-Officio)
Payroll & Insurance
Sikes Hall 2000

Thomas Kasperek
Elec. & Computer Engr.
200 Riggs Hall 5187

Gary McCombs
Business & Finance
Sikes Hall 5271
Communications
Diane Haselton, Chairperson
Mary Ann Eddy
Tom Kasperek

Policy
Paul Gable, Chairperson
Gary McCombs
Joyce McCormick

Welfare
Pat Padgett, Chairperson
Marty Koldyke
Martin Fowler

Executive
Gary Pringle, Chairperson
Alice Allen, Vice Chairperson
Ron Herrin, Ex-officio
Ray Thompson, Ex-officio
MEMORANDUM TO: President Walter Cox

FROM: Commission on Classified Staff Affairs

Recently, the Faculty Senate passed a resolution which, in effect, if approved, would exclude staff members from the year-end faculty/staff meeting.

In response to this resolution, the Commission on Classified Staff Affairs would like to express its opinion.

We feel that if the President makes an address which concerns everyone, then the entire university community should be invited to attend.

We understand that the reason for the resolution was to vote on faculty matters. We can certainly understand their concern for privacy. As a solution to the problem, we feel that the faculty could hold a short meeting either immediately before or immediately after the faculty/staff general meeting. This would enable the existing program to remain in its present form with both faculty and staff present to hear the President's message.

C. Gary Pringle, Chairman

CGP:mje
MEMORANDUM

TO: Joseph F. Boykin, Jr.
   Director of Libraries

FROM: The Commission on Classified Staff Affairs

SUBJECT: Policy on Materials Returned Late

A classified staff member has complained to the Commission that the attached fines assessment policy appears to discriminate against classified staff members in that other University employees - presumably including graduate student employees - are exempted from paying fines. Is this a misinterpretation? Are there extenuating circumstances/special conditions of which the Commission should be aware?

If, in fact, the alleged discrimination does exist, what can be done to remedy the situation?

Thank you for considering this concern of a fellow employee.

enclosure - fines assessment policy
Policy Statement AD-5

Date: December 6, 1982
Revised: May 22, 1984

Subject: Policy on Materials Returned Late, Damaged, or Lost

To insure maximum availability of materials, the library collects fines from borrowers who do not return books within the prescribed loan period. The purpose of the fines is to insure that the materials are returned promptly to the library and not to serve as a source of revenue. All borrowers (faculty, staff, students, and courtesy patrons are financially responsible for lost or damaged materials.

Fines

All borrowers, excepting faculty members, pay fines using the following guidelines:

1. Only days when the library is open are counted in the calculation of fines.

2. The date stamped in the book or on an accompanying card indicates the date the material is due, except for material on recall. After that date, the overdue fines apply.

3. All items returned to the book depository after the library is closed will be considered to be returned on the previous day.

4. Fines on overdue materials follow the schedule below:

   a) Circulation materials (1 and 2 week loans) $ .25 per day

   b) Reserve materials

      1) Two Hour/Overnight (Any portion of an hour considered an hour) $1.00 per hour

      2) Two and four day $1.00 per day

      3) Special charges (periodicals, microforms, equipment, etc.) $1.00 per day

   c) Recalled materials

      1) For reserve: due four days after recall $1.00 per day
Lost or Damaged Material

Patrons are responsible for materials borrowed. Materials cannot be purchased from the library. Regardless of whether payment has been made for an item, it remains property of the university. Any person who falsely claims to have lost materials simply to retain possession can be charged for illegally possessing state property. The following rules apply for lost or damaged materials:

1. The borrower is held responsible for items damaged while in his/her possession. Bindery charges are assessed when necessary. Replacement cost will be assessed when material is damaged beyond repair.

2. A borrower who loses library materials pays for the replacement cost of the materials, a processing fee of $10.00 on each item, and any accrued fines. Replacement cost of the item is defined as the current price, or in the case of out-of-print materials $25.00 (for humanities books), $35.00 (for science, technological or art/architecture items), or more if the item is clearly more valuable.

3. If the material is found and returned by the borrower, before order has been initiated, the full amount charged for replacement and processing the material, exclusive of fines, is returned.

4. If the lost material is replaced by the borrower, one of the following conditions must be met:
   A. Book for book replacement - same edition or later edition $7.50 processing fee plus any accrued fine.
   B. Paperback copy for hardback - $7.50 processing fee plus $8.00 binding fee plus any accrued fines.
   C. Used book if in good condition - same edition or later edition - $7.50 processing fee plus any accrued fine.

If the lost material is found before the replacement copy has been processed, the replacement material and the processing fee may be returned to the patron.

5. If there is a debate concerning the acceptance of a volume, the appropriate branch or Circulation unit head will make the final decision.

Notices

Since overdue notices are sent as a courtesy to the borrower, failure to receive such a notice does not excuse the borrower from
the payment of fines. Failure to receive a recall (or other) notice because of incorrect address is not an acceptable excuse unless the student has notified the Housing Office (if on campus) or the Registrar's Office (if off campus) of change of address. The following schedule is observed for notices:

1. For items on one or two week loans: Three notices starting on the second day after date due, followed by a second two weeks later, and the last after the item is four weeks overdue.

2. For reserve materials: Phone calls are made when possible. Written notices are sent when appropriate. If the item is not returned by the end of the week, the instructor is notified.

3. For materials on recall: After two days, second and third notices are sent weekly. Subsequent notices are sent daily.

4. Fine notices: Notices are sent to the borrower who returns overdue material without paying fines.

Approved: Joseph F. Boykin, Jr.
Director of Libraries

Date: June 27, 1984